

S E C R E T

August 1965

OUTLINE FOR DEVELOPMENT OF THE OL REPORTS MANAGEMENT PROGRAM

1. Inventory and Analysis

Copies of the attached "Inventory Data Sheet" will be provided by the Planning Staff for use in describing each reporting requirements. The completed Inventory Data Sheets, Parts I and II, constitute the internal, Division-level reports analysis. Further analysis of the separate reports will be accomplished by the Reports Panel.

2. Reports Review

The findings and recommendations of the working-level Reports Panel will be presented to the Director of Logistics via the OL Executive Officer for consideration, resolution of any problem areas, and approval. This review will include (a) a copy of each report with recommendations concerning its continued use, and (b) a description of the proposed "Reports Management Program" or "System" to be installed.

3. Establishment of Program Records

Subject to the approval of the Director of Logistics, report records and the necessary control mechanism for the Reports Management Program will be installed under the direction of the OL Executive Officer. Presumably, this Program will be maintained in the OL Registry under the immediate supervision of the Records Control Officer.

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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100010023-1

SELECTED LIST OF CATEGORIES OF EXEMPTIONS FROM REPORTS CONTROL

The following types of reports are exempt from control of the Reports Management Program:

1. Top Secret reports.
2. Intelligence reports covering only intelligence matters submitted to official intelligence activities.
3. Reports of inspection prepared by inspectors general.
4. Official reports of audit, survey, or investigation by administrative bodies appointed for that purpose.
5. Formal reports of official proceedings of formally constituted judicial or administrative bodies appointed for that purpose.
6. Formal reports of findings, recommendations, or actions prepared by special committees or boards appointed to inquire into and report on a particular matter. However, recurring reports initiated by such committees or boards to obtain data required for their work are not exempt under this provision.
7. Comments and/or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
8. One-time recommendations, suggestions, or evaluations as to plans, policies, or procedures, and official employee or beneficial suggestions.
9. Replies to requests for suggested agenda for meetings.
10. Inter-agency budget requirements.
11. Weather reports which are a series of weather records.
12. The following operating documents:
 - Affidavits
 - Agreements

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12. Continued

Announcements
Applications or requests
Authorizations
Bids
Bills
Bills of lading
Certifications
Claims
Identification
Leases
Liens
Oaths of Office
Payrolls
Permits
Performance bonds
Receipts
Receiving-and-inspection forms
Requisitions
Sales slips
Contracts and initial allied papers
Depositions
Guarantees
Shipping Orders
Specifications
Statements of witness